#### **City of Troy**

### Reassessment Update Project 2013

## Tina Dimitriadis Assessor

## GAR Associates, Inc.

# Real Estate Appraisers and Consultants Contractor for City of Troy

Owner Name and Mailing Address: Property Address:

August 16, 2010

Dear Property Owner,

As part of the reassessment project underway in the City of Troy, the assessor in conjunction with GAR Associates, is requesting your assistance in providing property inventory information.

The goal of the project is to create fair and equitable property assessments. A critical element of this effort is to ensure the accuracy of the inventory data for each property, to assist in producing a correct full value assessment.

Please take some time to fill out the survey on the back of this page. We are requesting information relating to rent rates, occupancy, use, apartment units and mix, expenses, etc. as they relate to your specific property. Your response by September 10, 2010 will be appreciated.

In addition, any information that relates to inventory or current use is welcomed to help ensure the accuracy of the collection project. This can include:

- -Building Survey or Site Plan
- -Sales Contract
- -Information relating to the current list price (Broker, asking price, etc.)
- -Rent Roll or leases
- -Operating Expenses
- -Recent Appraisal

Please return the survey to: GAR Associates

915 Broadway Albany, NY 12207

Thank you for your anticipated cooperation. If you have any questions regarding this survey, please contact me at 1-800-836-0382 ext. 3201.

Respectfully,

GAR Associates, Inc.

David M. Barnett

SEE REVERSE SIDE FOR COMMERCIAL SURVEY

#### COMMERCIAL/INDUSTRIAL PROPERTY SURVEY

Property Owner N Owner Pl		er							
Property Type (Please Check One)				Retail Industrial Hotel/Motel Mixed-Use (commercial/apt)		Office Auto Gas/Service	Plaza Bar/Tavern Restaurant Other		
Tenant/L	ease Inforn	nation (Pl	ease	include all sp	oace	e: occupied	d and vacant)		
	Floor Location	Busines Use	s Type	Occupied/ Rented Area	Annual Rent (Total or Per Sq.		ft.) Who Pays V	/hat?	
Example 1st Floor		Retail	Space	900 sf	\$9	2,000		Tenant - electric and gas  LandLord - water, taxes, insurance	
Apartme	L nt Informat	<u> </u>							
•				Monthly Rent Rar	Monthly Rent Range Tenant Paid E		Expenses		
Example	1 BR						ectric, parking		
Owners I	Expense Inf	ormation							
	Expense Item Real Estate Tax Building Insurance Maintenance/ Repairs		Annual Expense						
	Gas Electric Water	Терапз							
	Other								
Other Inf	ormation	.:14.							
Rece	Actual Year Buent Improvemer								
Required F	Repairs/Upgrad	es:							
Associ	ated Tax Parce	els:							